



## CLINICAL SUPERVISOR

### POSITION DESCRIPTION

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#### RESPONSIBILITIES & DUTIES

- Employee is expected to oversee the maintenance of consumer accounts and the Electronic Health Record submissions by the clinical staff;
- Participate in clinical staffing processes and performance evaluations, recruiting, and surveying;
- May maintain a small caseload of consumers;
- Verifies the completion and appropriateness of completed admission processes and the counselor-completed psychosocial history, comprehensive assessment and interpretative summary upon completion by the Counselors;
- Ensures program target goals are met including patient outcomes, financial targets, and regulatory compliance;
- Ensures quality documentation and clinical care provided by the counselors;
- Participates in performing reviews and analysis of Policies and Procedures Manual(s) periodically;
- Oversee the clinical productions of aftercare plans for all consumers completing the program or being discharged for other reasons;
- Responsible for participating in public relations and referral development;
- Participates in preparing all data reports on consumer care and staff performance;
- Participates in maintaining notes and discussions for Treatment Team & Staff meetings; participates in performing periodic group and individual supervision;
- Complies with State/Federal and/or BOPCT (*Board of Professional Counselors and Therapists*) requirements related to trainings, continuing education, and/or licensure;
- Oversee the assurance of consumer, stakeholder, and employee satisfaction;
- Assist in guiding clinical staff with any consumer referrals or coordination of care;

#### **Responsible for clinical services and compliances with Federal, State, COMAR, & CARF regulations/standards/recommendations regarding:**

- Consumer privacy standards relative to HIPAA Compliance and COMAR (42CFR parts);
- Participate in providing clinical recommendations regarding consumer dosing, Take Home Bottles, and potential applicable medical orders as directed by the Medical/Program Directors/Administrators, and applicable Management—within the employees' scope of practice;
- Submits and enters clinical/administrative/coordination notes in a timely and appropriate manner, as appropriate/needed;
- Participate in Personal Performance Improvement, training activities, and preparation of reports according to expected time frames;
- Participate in review of new, readmitted and transferred consumers;

- Participate in managing consumers presenting with formal complaints and grievances to the consumers' assigned Counselor/Case Manager, or directed to Lead Counselor/HR Administrator when appropriate;
- Develop and maintain professional relationships with external stakeholders (i.e. other agencies, community organizations, community members, referral sources, etc.);
- Provide oversight in intervention, or supportive assistance with intervention, in crisis management situations;
- Proper assessment of consumers for treatment needs and interventions, including the initiation of involving the consumers' assigned Counselor when appropriate;
- Perform oversight of any testing procedure needs such as breathalyzers and specimen testing's, etc.;
- Maintain accurate and timely records;
- Verifies counselor notes regarding critical consumer matters are written in appropriate terminology and submitted in a timely manner;
- Performs miscellaneous job-related duties as directed by the Medical Director and/or Authorized Representative;
- Oversees coordination with Administrative, Leadership and Medical Staff regarding consumer needs, wants, and recommendations regarding treatment and referrals.
- Oversight of clinical staff shift coverage;
- Coordinate with the Lead Counselor regarding administrative & clinical topics/issues;

### **QUALIFICATIONS & REQUIREMENTS**

- Successful graduation from an accredited college or university with a Bachelor's degree (or higher) in a healthcare field or possess an appropriate certification/licensure by the Maryland Board of Professional Counselors and Therapists → (i.e. CAC-AD, LCADC, LCPC with the requirement of an active and current certification as an Approved Supervisor, in good standing);
- Must possess a minimum of three (3) to five (5) years of professional experience with working directly in a supervision role of chemical dependency treatment programs containing performance of direct & indirect clinical supervision;
- Current and active CPR/AED/BLS Certification;
- May be required to submit to post offer, annual, new hire physical examination/medical history check;
- Required to submit to annual TB and rubella screening—Candidate may decline vaccination through declination form or may provide record of vaccination from previous employer.

**Lines of Communication:** Reports directly to Medical Director and/or Authorized Representative.

How to apply: fax resume – (410) 946-1752